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Management Information Systems Syllabi

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2017

## INFO 220-07 Management of Information Technology

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*Xavier University*

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# Course Syllabus

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## INFO 220 – MANAGEMENT OF INFORMATION TECHNOLOGY

**INSTRUCTOR:** Sandy Goertemiller

**OFFICE:** By Request

**E-MAIL** [goertemillersc@xavier.edu](mailto:goertemillersc@xavier.edu)

**WEB SITE:** [canvas.xavier.edu](http://canvas.xavier.edu)

**OFFICE HOURS:** By Request

**TELEPHONE:**

**TEXT:** There is no required book. Optional books will be available on the Safari e-books resource by logging into Xavier's library. Students may choose to purchase these books from Amazon or other book sites.

1. [Microsoft® Excel® 2010 Inside Out by Mark Dodge and Craig Stinson](#). ISBN: 0-7356-2688-X
2. Microsoft® Access® 2010 Inside Out By: Jeff Conrad and John Viescas ISBN: 0-7356-2685-5
3. Microsoft® Project 2010 Inside Out By: Teresa S. Stover, Bonnie Biafore, and Andreea Marinescu ISBN: 0-7356-2687-1
4. Microsoft® Visio® 2010: Step by Step By: Scott A. Helmers ISBN: 0-7356-4887-5
5. Various (free) web pages and videos will be linked from the course home page as reference for additional topics.



**DESCRIPTION:** This course will enable students to become proficient at using software to solve business problems.

**Prerequisite:** INFO120



**WILLIAMS COLLEGE OF BUSINESS MISSION:** "We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."



## **COURSE OBJECTIVES\*:**



1. To develop spreadsheet applications to analyze data and solve business problems.
2. To design databases and applications to collect and organize data, perform transaction processing, produce reports, and analyze data.
3. To develop skills in productivity software to design business process diagrams, manage projects, develop online surveys and web pages and implement an online accounting system for a small business.
4. To critically examine ethical issues related to the impact of technology on organizations and society.



## **BACKGROUND REQUIREMENTS**



**Prerequisites (INFO120):** It is assumed that students have a working knowledge of basic Internet, Windows, Excel, Word, and Powerpoint skills. Students are expected to have all Excel skills learned in INFO120.



## **CLASS POLICIES**



- Assignments are to be submitted by the due date or points will be deducted (10% every day late until the 5<sup>th</sup> day, after the 5<sup>th</sup> day it will be at the instructor's discretion if the assignment can be submitted for any credit and the maximum the student will receive is 50%). Due dates, including late work deadlines will be indicated on the course home page. It is the students responsibility to keep track of all due dates.
- INFO 220 has a zero tolerance for academic dishonesty. If two files are deemed to be partially copied from another student, both students will receive a score of zero for that assignment. A second infraction will result in an F grade for the course.
- Attendance is strictly required for INFO 220. Many assignments will be done in class and then submitted for grade within the class time. These assignments cannot easily be made up if

missed and it will be at the instructor's discretion if the assignment can be submitted for any credit.



## EVALUATION

Assignments	Grade %
Excel Projects	25%
Access Projects	15%
Other Projects: Process Mapping, Web Development, Project, Quickbooks, Ethics presentation	30%
Skills Tests	15%
Final Project	10%
Attendance and Participation	5%



Grade Distribution	
93 – 100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
73-76.9	C

70-72.9	C-
67-69.9	D+
63-66.9	D
60-62.9	D-
Below 60	F